

**MINUTES OF MEETING**

**RHODE ISLAND AIRPORT CORPORATION**

**BOARD OF DIRECTORS**

**ON WEDNESDAY, SEPTEMBER 15, 2004**

**AT 4:00 P.M**

**IN THE MARY BRENNAN BOARD ROOM**

**T. F. GREEN AIRPORT, 2000 POST ROAD, WARWICK, RHODE ISLAND**

**The meeting of the Rhode Island Airport Corporation (“Corporation”) Board of Directors was called to order by Chairman, James V. Rosati, at 4:23 p.m. in the Mary Brennan Board Room at T. F. Green Airport in accordance with the notice duly posted pursuant to the Open Meetings Law.**

**BOARD MEMBERS PRESENT: James Rosati, James Forte, Joseph Cianciolo, Charles Gaffney, Joseph Larisa (via telephone).**

**BOARD MEMBERS ABSENT: Michael Traficante, Robert Sangster.**

**ALSO PRESENT: Laurie K. Cullen, Senior Vice President, Engineering, Planning and Environmental; Brian C. Schattle, Senior Vice President Finance/CFO; and those individuals listed on the attendance sheet attached hereto.**

## **1. Approval of the Minutes:**

**A motion was made by Mr. Cianciolo and seconded by Mr. Gaffney to approve the minutes of the Board Meeting of July 21, 2004 and the Special Board Meeting of August 12, 2004. The motion was passed unanimously.**

## **2. Open Forum:**

**Mr. Rosati invited members of the audience to speak in Open Session. No one came forward.**

## **3. Report from President and CEO and Operations Report:**

**Ms. Cullen gave the report in Mr. Brewer's absence. Ms. Cullen reported that Mr. Brewer had asked her to extend his thanks to the Board and the Corporation staff for all the support and help he had received while recovering from his accident, and also the expression of sympathy he had received on the death of his father.**

**Ms. Cullen reported that passenger numbers for the month of August were up 6.83% and 4.1% year to date.**

**Ms. Cullen updated the Board on the Notice of Violation (NOV) Settlement.**

#### **4. Operations and Capital Committee Report:**

**Mr. Forte reported that the Committee had met on September 8, 2004 and that there were items on the consent agenda for approval by the Board.**

**A motion was made by Mr. Cianciolo and seconded by Mr. Gaffney to approve the items on the consent agenda. The motion was passed unanimously.**

**(a) Consideration of and Approval of Consultant Task Order for Design and Bid Phase Services Associated with the On and Off-Airport Obstruction Removal Projects at Westerly Airport.**

**WHEREAS, RIAC contracted with the firm of Dufresne-Henry to perform consultant services associated with the identification and removal of objects affecting navigable airspace on a task by task basis; and**

**WHEREAS, RIAC will negotiate a fee with Dufresne-Henry to provide design and bid phase services in an amount not-to-exceed \$133,072; and**

**WHEREAS, this Task Order will be initially funded through the General Purpose Fund with 95% (\$126,418) reimbursement from the FAA upon acceptance of a federal grant offer, expected in the**

**beginning of Calendar Year 2005.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the RIAC Board authorizes the President and CEO to execute a Task Order with Dufresne-Henry to provide design and bid phase services for the On and Off-Airport Obstruction Removal projects at Westerly Airport in an amount not-to-exceed \$133,072.**

**(b) Consideration and Approval of Consultant Task Order for Design and Construction Phase Services Associated with the Terminal Entrance Bollards at T. F. Green Airport.**

**WHEREAS, RIAC contracted with the firm of HNTB Corporation to perform on-call general aviation, planning, engineering, architectural and construction phase services; and**

**WHEREAS, RIAC negotiated a scope and fee with HNTB Corporation to provide design and construction phase services in the amount of \$85,700; and**

**WHEREAS, this Task Order will be funded 75% (\$64,275) through the FAA under AIP No. 3-44-0003-60, with RIAC's 25% (\$21,452) matching share from the General Purpose Fund.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the RIAC Board hereby authorizes the President and CEO to execute a Task Order with HNTB Corporation to provide design and construction phase services for the Terminal Entrance Bollards at T. F. Green Airport in the amount of \$85,700.**

**(c) Consideration of and Approval of Consultant Amendment for Design Services Associated with the Airfield Maintenance Facility at T. F. Green Airport.**

**WHEREAS, RIAC contracted with the firm of the Austin Company to provide consultant services associated with this project; and**

**WHEREAS, RIAC will negotiate a fee with the Austin Company to provide design phase services in an amount not-to-exceed \$770,259; and**

**WHEREAS, RIAC intends to close out the original design scope of services established under this contract and enter into a contract amendment authorizing design services in the not-to-exceed amount of \$545,000 as \$224,821.73 remains unspent in the current contract; and**

**WHEREAS, the scope of this amendment will be completed during FY 05.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the RIAC Board hereby authorizes the President and CEO to execute a contract amendment in an amount not-to-exceed \$545,000 with The Austin Company to provide design services associated with the Airfield Maintenance Facility in an amount not-to-exceed \$770,259.**

**(d) Consideration of an Acceptance of Grant Offer No. 3-44-0003-70-2004 for the Strategic Implementation Plan at T. F. Green Airport.**

**WHEREAS, RIAC submitted a Grant Application dated July 21, 2004 to the Federal Aviation Administration (FAA) requesting funds under Airport Improvement Project (AIP) No. 3-44-0003-70-2004; and**

**WHEREAS, the FAA has extended a Grant Offer dated July 23, 2004 to the Rhode Island Airport Corporation in the amount of \$101,000 to fund seventy-five percent (75%) of the Strategic Implementation Plan at T. F. Green Airport; and**

**WHEREAS, RIAC must accept the Grant Offer prior to August 20, 2004 to ensure the availability of federal funding; and**

**WHEREAS, the Vice Chairperson of the Rhode Island Airport Corporation Board of Directors accepted said Grant Offer in order to**

**be in compliance with the FAA; and**

**WHEREAS, funding for this project will be through the Federal Grant AIP No. 3-44-0003-70-2004, at seventy-five percent (75%) (\$101,000), with RIAC's twenty-five percent (25%) (\$33,666) matching share through its General Purpose Fund Account.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the acceptance of Grant Offer AIP No. 3-44-0003-70-2004 in the amount of \$101,000 by the Vice Chairperson of the Rhode Island Airport Corporation Board of Directors is hereby ratified.**

**(e) Consideration of and Acceptance of Grant Offer No. 3-44-0003-69-2004 for the Environmental Impact Statement (EIS)(Phase 2) at T. F. Green Airport.**

**WHEREAS, RIAC submitted a Grant Application dated July 22, 2004 to the Federal Aviation Administration (FAA) requesting funds under Airport Improvement Project (AIP) No. 3-44-0003-69-2004; and**

**WHEREAS, the FAA has extended a Grant Offer dated August 9, 2004 to the Rhode Island Airport Corporation in the amount of \$903,000 to fund seventy-five percent (75%) of the Environmental Impact Statement – Phase 2 at T. F. Green Airport; and**

**WHEREAS, RIAC must accept the Grant Offer prior to August 20, 2004 to ensure the availability of federal funding; and**

**WHEREAS, the Vice Chairperson of the Rhode Island Airport Corporation Board of Directors accepted said Grant Offer in order to be in compliance with the FAA; and**

**WHEREAS, funding for this project will be through the Federal Grant AIP No. 3-44-0003-69-2004, at seventy-five percent (75%) (\$903,000), with RIAC's twenty-five percent (25%) (\$301,000) matching share through its General Purpose Fund Account, with the intent to reimburse these monies from the upcoming bond issue.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the acceptance of Grant Offer AIP No. 3-44-0003-69-2004 in the amount of \$903,000 by the Vice Chairperson of the Rhode Island Airport Corporation Board of Directors is hereby ratified.**

**(f) Consideration of and Authorization for President and CEO to Accept Federal Airport Improvement Program (AIP) Grant Offers from the Federal Aviation Administration (FAA).**

**WHEREAS, RIAC is the recipient of federal funding under the Airport Improvement Program (AIP); and**



**WHEREAS, grant offers received provide funding for projects included in RIAC's Board authorized Capital Improvement Program (CIP); and**

**WHEREAS, there is a need to accept these grant offers in a timely manner to ensure the availability of federal funding; and**

**WHEREAS, all grant offers are reviewed and executed by RIAC's legal counsel prior to acceptance; and**

**WHEREAS, all grant offers accepted will be reported to the Board.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**The RIAC Board authorizes the President and CEO to accept and execute all federal Airport Improvement Program (AIP) grant offers on behalf of the Corporation.**

**(g) Consideration of and Action Upon Professional Services Contract for Janitorial Services at T. F. Green Airport.**

**WHEREAS, the Rhode Island Airport Corporation is responsible for the maintenance and operation of airport facilities at T. F. Green Airport; and**

**WHEREAS, it has been determined that there is a need for janitorial**

**services; and**

**WHEREAS, the Rhode Island Airport Corporation has a fiscal year budget, which provides funding for this service through its Operating and Maintenance (O&M) budget; and**

**WHEREAS, the fee for year one (1) of the contract is less than was anticipated in the FY 05 budget; and**

**WHEREAS, RIAC issued a Request for Proposals (RFP) for the provision of janitorial services on July 2, 2004 and a selection process for a provider was undertaken pursuant to the Corporation's Procurement Rules; and**

**WHEREAS, a Selection Committee was formed pursuant to the Corporation's Procurement Rules; and**

**WHEREAS, the Selection Committee received and acted upon the submissions from eight (8) respondents; and**

**WHEREAS, the Selection Committee recommends that the Corporation enter into a contract with UNICCO Service Company for a period of one (1) year with renewals for two (2) additional one (1) year periods at the option of RIAC.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the RIAC Board hereby authorizes the President and CEO to execute a contract in a not to exceed amount of \$3,600,000 with UNICCO Service Company to provide janitorial services at T. F. Green Airport for a one (1) year term with two (2) additional one (1) year extensions at the option of RIAC.**

**The additional terms are dependent on the appropriation of funds for this purpose in the Operating and Maintenance (O&M) budget for fiscal years 06 and 07.**

**(h) Consideration of and Action Upon Professional Services Contract for Snow Removal Services – Landside – at T. F. Green Airport.**

**WHEREAS, the Rhode Island Airport Corporation is responsible for the maintenance and operation of airport facilities at the six (6) Rhode Island airports; and**

**WHEREAS, it has been determined that there is a need for landside snow removal services; and**

**WHEREAS, the Rhode Island Airport Corporation has a fiscal year budget, which provides funding for this service through its Operating and Maintenance (O&M) budget; and**

**WHEREAS, RIAC issued an Invitation for Bids (IFB) for the supply of**

**snow removal services on August 12, 2004, and EJM Lawnscape, Inc., was determined to be the lowest responsive and responsible bidder pursuant to the Corporation's Procurement Rules; and**

**WHEREAS, the recommendation is to award to EJM Lawnscape, Inc., a contract for a period of one (1) year with renewals for two (2) additional one (1) year periods at the option of RIAC.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the RIAC Board hereby authorizes the President and CEO to execute a contract in the amount of \$115,000, for a one (1) year contract with two (2) additional one (1) year terms at the option of RIAC, with EJM Lawnscape, Inc., to provide Snow Removal Services for T. F. Green Airport.**

**The additional two (2) years are dependent on the appropriation of funds for this purpose in the Operating and Maintenance (O&M) budget for fiscal years 06 and 07.**

**(i) Consideration of and Action Upon Professional Services Contract for Natural Gas Supply at T. F. Green Airport.**

**WHEREAS, the Rhode Island Airport Corporation is responsible for the maintenance and operation of airport facilities at the six (6) Rhode Island airports; and**

**WHEREAS, it has been determined that there is a need for natural gas for heating purposes; and**

**WHEREAS, the Rhode Island Airport Corporation has a fiscal year budget, which provides funding for this service through its Operating and Maintenance (O&M) budget; and**

**WHEREAS, RIAC issued a Request for Qualifications (RFQ) for the supply of natural gas on July on July 16, 2004, and a selection process for a supplier was undertaken pursuant to the Corporation's Procurement Rules; and**

**WHEREAS, a Selection Committee was formed pursuant to the Corporation's Procurement Rules; and**

**WHEREAS, the Selection Committee received and acted upon the submissions from two (2) respondents; and**

**WHEREAS, the Selection Committee recommends the firms of Select Energy and MetroMedia Energy as qualified to adequately supply the natural gas requirements of T. F. Green Airport and that a retail natural gas supply contract be negotiated for a period of one (1) year with renewals of two (2) additional one (1) year periods at the option of RIAC.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**1. That the Board hereby approves Select Energy and MetroMedia Energy as qualified to supply the natural gas requirements of T. F. Green Airport and authorize negotiations with both to achieve terms and conditions acceptable to RIAC for a retail natural gas supply agreement.**

**2. Authorize the President and CEO to execute a contract for the supply of natural gas when pricing indicators appear favorable.**

**(j) Consideration of and Action Upon Professional Services Contract for Glycol Management Services for T. F. Green Airport, Quonset Airport and North Central Airport.**

**WHEREAS, the Rhode Island Airport Corporation is responsible for the maintenance and operation of airport facilities at the six (6) Rhode Island airports; and**

**WHEREAS, it has been determined that there is a need for glycol management services; and**

**WHEREAS, the Rhode Island Airport Corporation has a fiscal year budget, which provides funding for these services through its Operating and Maintenance (O&M) budget; and**

**WHEREAS, RIAC issued a Request for Proposals (RFP) for Glycol Management Services on August 6, 2004 and a selection process for glycol management services was undertaken pursuant to the Corporation's Procurement Rules; and**

**WHEREAS, a Selection Committee was formed pursuant to the Corporation's Procurement Rules; and**

**WHEREAS, the Selection Committee received and acted upon the submissions from five (5) respondents; and**

**WHEREAS, the Selection Committee ranked Inland Technologies International, Ltd., as the top firm followed by Contego Systems, LLC.**

**Both firms were deemed qualified to provide glycol management services, for a period of one (1) year with renewal for an additional one (1) year period at the option of RIAC.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the RIAC Board hereby authorizes the President and CEO to negotiate and execute a contract with Inland Technologies International Ltd., or Contego Systems, LLC., for a not to exceed amount of \$465,000 to provide glycol management services for T. F. Green Airport, North Central Airport, and Quonset Airport.**

**5. General Aviation Committee Report:**

**Mr. Gaffney reported that the Committee had met on September 9, 2004 and there were several items for discussion in the Executive Session.**

## **6. Finance and Audit Committee Report:**

**Mr. Cianciolo reported that the Committee had met one (1) hour prior to the Board meeting. Mr. Cianciolo gave an overview of the items discussed at the meeting which included a report from Mr. Dansereau on ongoing audits, a review of several Corporation policies, and a report from Mr. Schattle on the management of Garage B. The Committee also reviewed the draft audited financial statements and Mr. Cianciolo reported that this item was on the consent agenda for approval by the Board.**

**(a) Consideration of and Action Upon Audited Financial Statements for the Fiscal Year Ending June 30, 2004.**

**. A motion was made by Mr. Cianciolo and seconded by Mr. Gaffney to accept the draft audited financial statements, in substantially the form submitted to the Board, subject to any minor adjustments that may be made to the statements after review of the audit of the Quonset Support Fund. Approval was also given to submit the draft audited financial statements to the Auditor General's office and EDC as required by the State. It was noted that if substantial changes are**



**made to the Audited Financial Statements as a result of the audit of the Quonset Support Fund, the statements will be brought back to the Finance and audit Committee for review and final approval.**

**Mr. Schattle gave the Board a brief update on the operation of Garage B.**

## **7. Discussion Item:**

### **(a) EIS Update.**

**Ms. Cullen gave an update on the EIS process including the schedule for consultant selection.**

## **8. Executive Session:**

**(a) Discussion Related to the Acquisition of Real Estate – R.I.G.L. § 42-46-5(a)(5).**

**(b) Discussion Related to Investment of Public Funds (Marketing Strategies – R.I.G.L. § 42-46-5(a)(7).**

**(c) Discussion Related to Potential Litigation – R.I.G.L. § 42-46-5(a)(2).**

**(d) Discussion Related to Personnel – R.I.G.L. § 42-46-5(a)(1).**

**At approximately 4:34 p.m., a motion was made by Mr. Forte and seconded by Mr. Gaffney to go into Executive Session. By the following roll call vote the motion was passed unanimously.**

**YEAS: James Rosati**

**James Forte**

**Joseph Cianciolo**

**Charles Gaffney**

**NAYS: None**

**At approximately 6:15 p.m., a motion was made by Mr. Forte and seconded by Mr. Cianciolo to reconvene the Open Session. The motion was passed unanimously.**

#### **9. Future Meetings:**

**The next meeting is scheduled for Wednesday, October 20, 2004 at 4:00 p.m., in the Mary Brennan Board Room, T. F. Green Airport, Warwick, Rhode Island.**

#### **10. Adjournment:**

**Mr. Forte moved to adjourn at approximately 6:20 p.m. The motion was seconded by Mr. Gaffney. The motion was passed unanimously.**

**Respectfully submitted,**

**James V. Rosati, Chair**  
**Rhode Island Airport Corporation**

**ATTENDANCE SHEET**  
**RHODE ISLAND AIRPORT CORPORATION**  
**BOARD OF DIRECTORS MEETING**  
**ON SEPTEMBER 15, 2004**

<b>NAME</b>	<b>AFFILIATION</b>
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<b>Patti Goldstein</b>	<b>RIAC</b>
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<b>William Steinkamp</b>	<b>RIAC</b>
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<b>Doug Dansereau</b>	<b>RIAC</b>
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<b>Joe DaSilva</b>	<b>RIAC</b>
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<b>Mel Einhorn</b>	<b>RIAC</b>
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<b>Brenda Pope</b>	<b>RIAC</b>
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<b>David Cloutier</b>	<b>RIAC</b>
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**Liz DeMarco      RIAC**

**Steve Tibbetts      Hawthorne**

**Kris Williamson      TLPS&C**

**Sam Zurier      TLPS&C**

**Don Pillsbury      RIPA**

**Sue Pillsbury      RIPA**

**Mark Silberstein      Warwick Beacon**

**Joseph Nero      The Parking Company**

**Robert Goff      The Parking Company**

**MINUTES OF THE EXECUTIVE SESSION  
OF THE RHODE ISLAND AIRPORT CORPORATION  
BOARD OF DIRECTORS MEETING**

**ON SEPTEMBER 15, 2004**

**1. At approximately 4:34 p.m., a motion was made by Mr. Forte and seconded by Mr. Gaffney to go into Executive Session. The motion was passed unanimously.**

**2. Mr. Gaffney discussed general aviation issues with the Board, specifically, the status of the proposed purchase of the Harris Farm property at North Central Airport, and the future of the skydiving operation at North Central Airport in light of the recent litigation.**

**3. Mr. Cloutier gave a status report on the proposed Westerly Hangar Association lease. Mr. Cloutier gave a synopsis of the process to date and indicated that the parties (RIAC and the Westerly Hangar Association) have been unable to negotiate acceptable terms for a lease.**

**4. Mr. Cloutier gave an update on the construction of the Trusted Agent Lot, indicating that key pads are scheduled to be installed by 9/21 with the lot operational by the end of the day. Staff will bring a proposal to the Board on who will park in the lot.**

**5. Board Members and Corporation Personnel discussed the plans for a police station on land abutting Westerly Airport. Mr. Rosati asked the Corporation to send a letter to the Westerly Town Council**

outlining outstanding issues and indicating that the Corporation would like to commence this process as soon as possible.

6. Board Members and Corporation Personnel discussed the EIS process.

7. Board Members and Corporation Personnel discussed airline incentives and specifically the request for financial incentives from Spirit Airlines.

Mr. Rosati asked the staff to work on a recommendation and bring it to the Board for discussion and review in October.

8. Mr. Zurier updated the Board on several pieces of litigation concerning Garage B and the accident at Westerly Airport.

9. Board Members and Corporation Personnel discussed personnel issues.

A motion was made by Mr. Forte and seconded by Mr. Cianciolo to seal the minutes of the Executive Session in accordance with R.I.G.L. § 42-46-4 and 42-46-5(a)(2) and 42-46-5(a)(1).

At approximately 6:15 p.m., a motion was made by Mr. Forte to reconvene to the Open Session. The motion was seconded by Mr. Cianciolo. By the following roll call vote the motion was passed unanimously.

**YEAS: James Rosati**

**James Forte**

**Joseph Cianciolo**

**Charles Gaffney**

**NAYS: None**

**Respectfully submitted,**

**James V. Rosati, Chair**

**Rhode Island Airport Corporation**